

REVISED.

No.

Written by  
*Me. (G. F. Stearns)*

7

Business  
Series  
graded,

in

Two

No's

SPENCERIAN

System of Practical

Semi-Angular

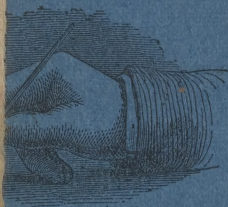
Penmanship

By

P. R. Spencer & Sons,

and

James W. Lusk.



New York  
Iverson, Phinney & Co.

J. B. Lippincott and Company, Philadelphia.

S. C. Griggs & Co. 39 & 41 Lake Street, Chicago.

PINKNEY & CO.

Entered, according to Act of Congress, in the year 1862, by IVISON, PHINNEY & CO., in the Clerk's Office for the Southern District of N. Y.

Copy Book used in  
Select School at M'ville.

( Published in 1862 )

*to Sanford*



## BOOK 7.

Books 6 and 7 constitute the BUSINESS SERIES. The ELEMENTS and PRINCIPLES of penmanship are explained in Book 6, which should be studied and written before No. 7 is commenced.

Both the phraseology and the use of capital letters, as found in the forms in Book 7, are sanctioned in current usage by the best accountants and business men throughout the United States.

As each form in Book 7 is to be used in business affairs as a RECORD OF AGREEMENT between two or more parties, every letter, word, and figure should be *distinctly written*.

### LEGIBILITY.

This feature in penmanship should never be sacrificed. To secure the highest degree of legibility, the letters should be slanted uniformly, and upon an angle of from fifty to fifty-five degrees—reckoning from a horizontal—and be *spaced* in a proper manner.

### RAPIDITY.

This feature adds much value to a hand-writing; but it should be remembered by the learner that rapidity of movement *alone* is of but little utility, unless accompanied by a LEGIBLE FORMATION OF LETTERS. If legibility and freedom in the movements of the pen, hand, and arm are properly observed, the element of

### BEAUTY

Must necessarily appear in the penmanship. The beauty of a hand-writing may be greatly increased by a proper distribution of SHADE, which adds much to the elegance and boldness of epistolary writing. In Book-keeping, where a condensed, compact style is required, but little, if any, shading is needed.

### VARIETY.

As it is neither possible nor desirable for different persons to write precisely the same hand and style of capitals, the author deems it essential (in the higher numbers of his copy-books) to give the three or four different styles of Spencerian penmanship most approved and practiced in book-keeping, record, and epistolary writing. This feature will not only do much towards cultivating good taste, but will aid young men and women in selecting and adopting a style of penmanship suited to their wants, and best calculated to secure and preserve an INDIVIDUALITY to their practical hand-writing.

THE PUPIL SHOULD BE CAREFUL TO ARRANGE THE FIGURES, DATES, PROMINENT WORDS IN THE FORMS, AND THE SIGNATURES, IN A MANNER SIMILAR TO THOSE IN THE COPIES.



\$300  $\frac{3}{100}$

New York, Jan. 17, 1861.

Received of Messrs Blanchard & Boynton Three hundred  $\frac{3}{100}$  Dollars in full for Bill of Store Fixtures of this date.

Geo. W. Williamson

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\$1389 <sup>28</sup>/<sub>100</sub>

Boston Dec 31. 1861.

Received of Messrs. Blanchard & Boynton their  
note at thirty days, dated 15<sup>th</sup> inst. for Thirteen hundred  
Eighty nine <sup>28</sup>/<sub>100</sub> Dollars.

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H. L. Armstrong.



\$149  $\frac{69}{100}$

Portland, Oct. 27. '62.

On demand. I promise to pay to the order  
of Darius M. Manners. One hundred Forty nine &  $\frac{69}{100}$   
Dollars. value received.

Chas. B. Lawrence

\$149  $\frac{69}{100}$

Portland, Oct. 27. - 62.

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\$521  $\frac{53}{100}$ 

Albany Jan. 12. 1862.

Thirty days after date. I promise to pay to  
the order of Blanchard & M. Cane. Five hundred Twenty  
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\$2121/100

Syracuse June 1. '61.

Twelve months after date I promise to pay to the order of Paul Richmond. Two thousand One hundred and Twenty one Dollars: value received.

James Freeman.

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James. Freeman.

\$2121/100

Syracuse. June 1. 61

Twelve months after date I promise to pay to the order of Paul Richmond. Two thousand One hundred and Twenty one Dollars value received

James Freeman.



\$93  $\frac{34}{100}$

Detroit. June 12. '61.

Thirty days after date I promise to pay  
Edward M. Johnson. Ninety three  $\frac{34}{100}$  Dollars and interest.  
Value received. Milton Macomb.

\$93  $\frac{34}{100}$

Detroit June 12 '61

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Value received. Milton Macomb.



\$979  $\frac{47}{100}$

Rochester. Sept. 29. '61.

Ninety days after date I promise to pay to order  
of Geo. W. Eastman Nine hundred Seventy nine  $\frac{47}{100}$  Dollars.  
value received.

J. C. Mannering

\$979  $\frac{47}{100}$

Rochester. Sept 29. 61

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of Geo. W. Eastman Nine hundred Seventy nine  $\frac{47}{100}$   
value received



\$1000 <sup>1000</sup>

Cincinnati, Oct. 21, 1861.

At sight, pay to the order of Edward Hamlin Jr.  
One thousand Dollars, value rec'd. & charge to Account of  
To B. R. Jones Esq. N. Y. J. G. Woodward.

\$1000 <sup>1000</sup>

Cincinnati Oct 21, 1861

At sight pay to the order of Edward Hamlin Jr.  
One thousand Dollars, value rec'd & charge to Account of  
To B. R. Jones Esq. N. Y. J. G. Woodward

\$1000 <sup>1000</sup>

Cincinnati Oct 21, 61

At sight pay to the order of Edward Hamlin Jr.



\$100.00

Chicago, June 13, '61.

Sixty days after sight pay to the order of Anna H.  
One hundred Dollars, value received, and charge to Acct. of  
To R. Robinson, Montreal. W. Bicknell & Co.



\$717 1/100.

Buffalo, Dec. 21, 1861.

Messrs. Goodwin & Co. will deliver to S. V. Sands goods  
to the amount of Seven hundred and seventy Dollars and  
charge the same to

A. Karmmiston.



\$800 <sup>per</sup>. Ninety days after date, we jointly & severally  
promise to pay Toisent & Company the Eight hundred Dollars  
at the Bank of Commerce, value received. D. M. Winsor  
New York Aug. 31. 1861. J. W. Swanton.



\$2000 7/100.

Cleveland, Oct. 19. 1863.

Thirty days after date, without grace, I promise  
to pay Semiel Cumings, or order, at the Merchants Bank,  
Two thousand Dollars, value received. A. Mannering Jr.



\$2000 / 100.

Cleveland. Oct. 19. 1863.

Thirty days after date, without grace, I promise  
to pay Samuel Cummings, or order, at the Merchants Bank,  
Five thousand Dollars, value received C. Mannerings Jr.



\$865<sup>00</sup>/<sub>100</sub>. Ninety days after date, we jointly & severally  
promise to pay Triston, Whinnay & Co. Eight hundred Dollars  
at the Bank of Commerce, value received. B. M. Slinn.  
New-York Aug. 30, 1861. A. W. Hamlin.



\$757 1/2

Buffalo, Dec. 21, 1861.

Messrs. Goodwin & Co. will deliver to G. W. Sands, goods  
to the amount of Seven hundred and seventeen Dollars, and  
charge the same to  
A. Hummiston.



7105 7106

Chicago, June 3, '61.

Twenty days after sight pay to the order of T. H. C.  
 One hundred Dollars, value received, and charge to Acct. of  
 To R. Robinson, Montreal. Ricknell & Brown



Sight Draft.

\$1000 / 100.

Cincinnati, Oct. 21, 1861.

At sight, pay to the order of Edward Hamlin Jr.  
One thousand Dollars, value rec'd. & charge to Account of  
To B. W. Jones Esq. N. Y. J. G. Woodward.

\$979 <sup>4</sup>/<sub>100</sub>

Rochester, Sept. 29. '61.

Ninety days after date, I promise to pay to order  
of Geo. W. Eastman Nine hundred Seventy nine <sup>4</sup>/<sub>100</sub> Dollars.  
value received.

J. C. Manning



\$93  $\frac{34}{100}$

Detroit, June 12, '61.

Thirty days after date, I promise to pay  
Edward M. Johnson, Ninety three  $\frac{34}{100}$  Dollars and interest.  
Value received.  
Milton Macomb.

\$2121/100

Syracuse, June 1. '61.

Twelve months after date I promise to pay to the  
order of Paul Richmond, Two thousand One hundred and  
Twenty one Dollars, value received.

James Freeman



\$521  $53/100$ .

Albany, Jan. 12, 1862.

Thirty days after date, I promise to pay to  
the order of Blanchard & M'Cune, Five hundred Twenty  
one  $53/100$  Dollars; value received.

W<sup>m</sup> B. Rochester.

\$129 4/100

Portland, Oct. 27/02.

On demand I promise to pay to the order  
of James M. Munroe, Cashier of the Portland Savings & Loan  
Society, value received.

C. B. Sawyer



\$1389 <sup>28</sup>/<sub>100</sub>

Boston, Dec. 31, 1861.

Received of Messrs. Blanchard & Boynton, their  
note at thirty days, dated 15<sup>th</sup> inst., for Thirteen hundred  
Eighty nine <sup>28</sup>/<sub>100</sub> Dollars.

S. L. Armstrong.

\$300  $\frac{3}{100}$ .

New York, Jan. 17, 1861.

Received of Messrs. Blanchard & Boynton, Three  
hundred  $\frac{3}{100}$  Dollars, in full for Bill of Store Fixtures, of  
this date.

Geo. W. Williamson



## TESTIMONIALS.

From Hon. S. S. Randall, Superintendent of Schools, New York City, April 1st, 1861:—"I have no hesitation in cordially recommending the Spencerian System of Penmanship to the favor and patronage of teachers, parents, and school officers, as an excellent and valuable instrumentality for the formation of a neat, beautiful, and business handwriting. In this respect, I know of no system superior to it."

From Henry Kiddle, A.M., Assistant Superintendent of Schools, New York City:—"The Spencerian System of Penmanship has been in use in many of the Grammar Schools of the City for some time, and has, in all cases, as far as I am aware, given a very high degree of satisfaction. It is, in my opinion, a system of superior merit and excellence, based on correct principles, and executed with great beauty and precision. I recommend it as worthy of general adoption."

From Thomas Hunter, Principal of Grammar School, No. 35, New York:—"Having tried nearly all systems of writing and found them wanting, I finally introduced the Spencerian Books, and for the first time in eleven years, have had good penmanship in my school. It is simple, founded on correct principles, and easily taught. I heartily recommend its general use."

From Lydia F. Wadleigh, Principal of Senior Department of Female School, No. 47, (12th Street,) New York:—"It is the best system of writing I have ever used. \* \* \* I can not speak in too much praise of it."

From E. A. Sheldon, Superintendent, and all the Principals of the Public Schools of Oswego:—"The Spencerian Penmanship we regard as the best system of writing that we have examined or used."

From Ira Divoll, Superintendent of Schools, St. Louis:—"The Spencerian System of Penmanship is, in my opinion, far superior to any system we have heretofore used. The results achieved since its adoption have been eminently satisfactory." "We cordially coincide with the above opinion." (Signed by the Principals of the St. Louis Schools.)

D. Bethune Duffield, and William D. Wilkins, late Presidents of the Detroit Board of Education, and LUCRETIVS H. COBB, Chairman of the Committee on Teachers and School Books, and all the PRINCIPALS of the Detroit Schools, unite in giving the highest testimonials to the Spencerian System.

From Richard Edwards, A.M., late Principal of Normal School, St. Louis, Mo., now Principal of the Illinois State Normal School, says, under date of March 20th, 1861:—"I have had a good opportunity of observing the Spencerian Method of teaching penmanship, and also of noting its effect upon the permanent hand-writing of young persons. It seems to me the best, every thing considered, that I have ever seen in use in the school-room. The writing itself is not only beautiful, but easy of execution and easily read; and the philosophical arrangement of the principles is so happily perfected, that students become interested in it to a degree I never have seen equaled. The system is certainly worthy of the support and countenance of every friend of thorough modes of education, who desires to see the young trained up to an appreciation of the beautiful in form."

Similar testimonials have been received from Hon. J. W. BULKLEY, Superintendent of Public Schools, Brooklyn, N. Y.; GEO. L. FAENHAM, Superintendent of Public Schools, Syracuse, N. Y.; ANDREW FREESE, late Superintendent of Public Schools, Cleveland, Ohio; Prof. A. HOLBROOK, Principal of South-west Normal School, Ohio; Prof. EDWIN REGAL, of McNeely Normal School, Hopedale, Ohio; Prof. JOHN OGDEN, Principal of the Minnesota State Normal School; Prof. W. D. HUNTLEY, Superintendent of Experimental Department of the New York State Normal School, Albany; from all the Principals of the Public Schools of Pittsburg, Pa.; E. L. DANFORTH, A.M., Superintendent Public Schools, Troy, N. Y.; Hon. ANSON SMYTH, State Superintendent of Public Instruction, Ohio; Hon. MILES FLETCHER, late State Superintendent Public Instruction, Ind., and hundreds of others.



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## IN THREE DISTINCT SERIES.

EMBRACING NINE COPY BOOKS, PROGRESSIVELY GRADED TO MEET THE WANTS OF SCHOOLS AND LEARNERS OF EVERY CLASS.

By P. R. SPENCER & SONS, and JAMES W. LUSK.

This popular Series of Copy Books has been recently revised, the copies newly engraved and arranged in a manner to produce the best results in the learner, with the least difficulty for the teacher. The copies are *fac similes* of the author's writing, and represent essentially, a BUSINESS STYLE. In fact, no style of writing ever presented to the public has met with such universal favor from business men.

The prominent features of the system are:—1. The complete and systematic analysis of the letters, introducing first, the *elements*, which are combined into *principles*, then into *letters, words, and sentences*. 2. The practical *slant* of the letters which though highly commended by practical writers has never before been adopted by any author. 3. The arrangement of light and shaded strokes, to produce the best and most brilliant effects, with the greatest ease and grace.

The popularity of this system has had the natural effect to produce a class of would be imitators, but it is confidently believed that the public will easily discern the genuine from the counterfeit.

THE SPENCERIAN CHART OF LETTERS ACCOMPANIES THE SYSTEM.

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By H. B. BRYANT, H. D. STRATTON, and S. S. PACKARD.

EMBRACING THREE SEPARATE BOOKS, VIZ.:

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200 pages, 12mo. Price 75 cents.

**II. High School Edition,**

216 pages, 8vo. Price \$1.75

**III. Counting House Edition,**

350 pages, 8vo. Price \$2.50.

Complete sets of blanks are made to accompany the books.

This Series of Text-books has already attained a high degree of popularity, and the works are conceded by teachers, and others who have tested them, to be the most efficient yet published on this subject. They are gotten up in the best style of the art, with unrivalled typographical neatness, printed on beautiful paper, and elegantly bound. The authors of this Series have had ample experience as teachers, being the proprietors of ten of the largest commercial colleges in the country, known as

### “BRYANT, STRATTON & CO.'S COMMERCIAL COLLEGES,”

and located in the cities of New York, Brooklyn, Philadelphia, Albany, Troy, Buffalo, Cleveland, Detroit, Chicago, and St. Louis.

These institutions have an enduring reputation in all parts of the country, and the works which emanate from them cannot fail to become the standard works on this subject.

Single copies of our text-books sent at half price to Teachers for examination with a view to introduction. Liberal terms for first supplies.

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S. C. GRIGGS & CO., 39 & 41 Lake-st., Chicago.